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9 August 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Personnel

1. Pursuant to the instructions in your memorandum of 5 August, I am submitting figures for such strength increases as appear to be necessary for this Office.

2. Our operating budget for Fiscal Year 1956 included the following increases based on your approval of recommendations resulting from the current Management Staff survey of this Office:

a. A net increase of two for the combined T/O of my own office and the Deputy Director of Personnel for Planning and Development. This increase resulted from the general reorganization of the staff structure and the consolidation of administrative functions under the Executive Officer.

b. An increase of thirteen, eight of which are clerical, for the Insurance and Casualty Division. This increase is to take care of the enlarged insurance program and to properly administer the Credit Union.

c. An increase of nine, including three clerical positions, in the Position Evaluation Division. This increase gives us a ratio and is necessary to properly handle the classification procedures in the Agency.

3. No increases are contemplated in civilian authorizations for the Contract Personnel Division and the Military Personnel Division, although the military increase approved by the Deputy Director of Central Intelligence for the Reserve Affairs Branch is still considered necessary.

4. The Management Staff has not completed its survey of the Records and Services Division. It is my belief that one additional position should be granted for the Correspondence Branch. This is necessary because of increased recruitment activity which Management Staff believes is necessary to take care of attrition alone, which will require a greater volume of correspondence. I also believe in order to properly implement orders of the Director and Deputy Director for the improvement of our filing system, as directed in the

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case, one additional position should be allowed for this Section to handle this important function.

NO
5. It is my understanding that the Management Staff has already submitted a recommendation for the manning of the Personnel Procurement Division which recommends an increase of seventeen positions to take care of attrition alone. As you know, the Personnel Procurement Division was not able to meet the recruitment requirements of this Agency for Fiscal Year 1955 and because of previous cutbacks cannot meet them in 1956, even if this increase is allowed. It is hoped that this Division will be permitted to have these additional positions because back-door recruitment is inefficient and expensive. 11

NO
6. The Management Staff has not completed its survey of the Personnel Assignment Division and its representatives are not willing to make even a preliminary recommendation as to personnel required to perform this activity. However, I believe that an increase of seven, including two clerical positions, is required to carry out our present service commitments. If this increase is approved, the positions will be distributed as follows: 7

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a. Two additional officers will be assigned to the Clandestine Services--one to provide additional support to the FI Panel and one to the Clerical Panel. Presently, two officers are assigned to the

b. Two additional officers will be assigned to the DD/S Offices: one to serve as Career Support Officer for the Office of Logistics which is currently handled jointly with the Office of Security, and one to the Comptroller. Two Personnel Clerks will be required to support these officers.

c. One officer will be assigned to the Counseling Branch. At present this Branch is able to do little more than conduct an exit-interview program. This position should enable us to conduct a program of "preventive medicine."

The proposed increase in the T/O for this Division will, in my opinion, provide the professional talent required to launch our new concept of support to the personnel program. If approved, Career Management Officers assigned to major components, offices and staffs may be relieved of any function formerly referred to as placement and, instead, will be able to concentrate upon functions for which such positions were originally established. I believe that the program which we have outlined may well serve as a bench mark against which a large number of positions outside the Office of Personnel may be reviewed, bringing about a determination as to proper location. Emphasis on the Career Service Program has drawn an undetermined number of personnel positions and people in all three major components into

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the process. Placement type work and positions involving full and part-time duties are steadily increasing in number. The machinery is becoming more complicated. I firmly believe that most of this work could be performed with fewer people, less massaging of papers, if it were organized, coordinated and centralized.

7. I have reviewed the activities presently performed within this Office and believe that these authorizations represent the minimum for effective operation of necessary programs.

Harrison G. Reynolds
Director of Personnel

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